



New User Registration

Step 1

From the CalATERS web site at

www.calaters.ca.gov, click

Step 2

Click

Step 3

Key your Social Security Number and Last Name and click

Steps 4 - 12 provide guidelines on updating your system Profile screens. Unless noted otherwise, fields that are grayed out cannot be updated.

Step 4

Write down but do not change the User ID. The "Type of Requestor" for State employees should be "Employee".

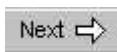
Complete any blank fields and click



Step 5

Key mailing address. If different from residence address, click No and complete remaining fields.

When all fields are completed, click



Step 6

Click



New User Registration

Step 7

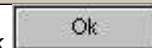
Key the approver's last name and click



Step 8

Name	Email
Keller, Debbie K	trne0111@sco.ca.gov
Kellerman, Natalie K	trne0111@sco.ca.gov
Kellerman, Ronald K	trne0111@sco.ca.gov

Click approver's name and click
If your approver is not listed, they are not yet registered. They can be added after they register. Click Cancel if Approver is not listed.



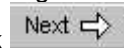
Step 9

If an Approver was selected, the Approver's name will appear in blue on the

Select Person screen. Click



Complete remaining fields on the Organization screen and click



Step 10

A Long Term Assignment (LTA) is a pre-approved business trip of more than 30 days. If you are not

on a LTA, click



If you are on a LTA, select Yes, complete remaining fields and then

click



Step 11

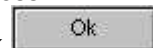
Click



Step 12

Registration is complete. Your CalATERS system assigned password will be mailed to your e-mail address.

Click



Note: The system assigned 8 character password may be changed. Refer to [Change Your Password](#) instructions on the CalATERS web site.